

# CUA SLIS Alumni Board Meeting Minutes

Thursday, September 8, 2016

Columbus School of Law/Information Commons

6:30 pm

## 1. Call to order

Carter, Jenn Fagan-Fry, Jamie, Ana-Elisa, Elizabeth, and Jennifer Froetschel were present.

- a. Vicky Pohlen, AGLISS President, is joining us tonight
- b. Dr. Zhang, our faculty representative to the board, is joining us tonight
- c. Dr. Choi will be joining us after her class ends at 7:40pm
- d. Lowell has notified that he is unable to attend or call in(9/3)
- e. Katherine has notified that she is unable to attend or call in(8/17)
- f. Ana Elisa has notified that she is unable to attend or call in (8/18)
- g. Connect with teleconferencing board members (as of yet, there have been no conference call requests)
  - i. Per Margaret: Just bring the phone over to the center of the table. The number is [202-319-6129](tel:202-319-6129). Were you to call folks, local only, dial 9 and then the number, and then hit flash. Each time someone joins, please press flash. you're good to go.

## 2. Old Business

- a. Quick vote: approve last meeting's minutes
  - i. Meeting minutes approved.
- b. Upcoming Events
  - i. **Holiday Party** December, (Co-Chairs: Ana Elisa and Elizabeth)
    1. Vicky Pohlen is joining us to discuss funding for this event
      - Talked about location, funding, etc. Last year we had 60-70 people on campus. Per Vicki: cost was \$962.
      - AGLISS would prefer to have event on campus, but in a different location on campus. Current budget would be \$1000
      - December 2nd should work, back up date of Dec.9th
      - Discussion of who comes when on campus vs. off site location.
        - i. Prompted discussion of meeting with all of AGLISS to discuss options for funding, location, etc. (See email from Jamie Roberts about the outcome of that meeting)

- ii. **Fall Networking event** (TBD, Chair: Jenn Fagan-Fry)
  - 1. Talked about AGLISS events and the possibly omit our event to help support AGLISS events like their WAILS happy hours,
  - 2. Focusing more on Spring events (Resume review)
  - 3. Talk about our headshots to add to their event.

- iii. **Bookmark**

- 1. Jenn Froetschel created template.
  - 2. Discussed options, edits to the template including printing options. Jenn F. will send proofs to the board for approval.

- iv. **Email List**

- 1. Elizabeth brought up idea of managing the alumni email list to target. Brief mention, will revisit at the next meeting.

### 3. **New Business**

- a. **Attendance policy**

Document is available for viewing here: <http://bit.ly/2c2BhWl>, or you can log into the board Google Drive

- i. **Discuss**

- 1. How long prior to meeting for notification of absence? Decided 1 week, plus email to the board list. Reviewed the remaining meetings scheduled. Reviewed late/tardy policy and option for joining the meeting remotely.
      - Recommended changes: time, exceptions, etc.
    - 2. Decided on cap for meetings: 90 minutes.

- ii. **Vote:**

- 1. Changes were recommended and will be emailed out. Vote via email.

- iii. **Dr. Choi joined the meeting**

- 1. Talked about 9/16 reception @ Bus Boys and Poets.
    - 2. Asked about info/suggestions for alumni profiles for the CUA LIS website. Would like nominations.
    - 3. Asked for alumni to participate in Open Houses and Information Sessions. Next one on October 5th, 6-8pm on campus. Would also like alumni to promote the open houses amongst colleagues, etc.

### 4. **Schedule next meeting**

- a. Thursday, October 6, 2016 @ 6:30 pm in the Info Commons

- i. Note: As of 9/5/16, there are no WMATA SafeTrack events scheduled for this day.

**5. Adjourn**

- a. Jamie Roberts moved to adjourn, all approved.